

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	April 1, 2003
POSITION:	GENERALIST (FINANCE)
LOCATION:	500 Pearl Street New York, New York
CLASS LEVEL:	Up to CL-25
SALARY:	Up to \$40,929 (Depending on qualifications and experience)
CLOSING DATE:	Open Until Filled
VACANCY NO.:	03-12

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: The Generalist (Finance) performs all duties as assigned in support of the incoming documents and financial operation in the Clerk's office. The duties include: receiving and examining all pleadings relating to the jurisdiction of the Court, accepting those that conform to the federal and local rules of practice; collecting filing fees; performing the accounting of all monies paid into the Court and for all monies disbursed by the Court; maintaining and analyzing accounting records; reconciling variances between account summaries; reviewing vouchers for validity and completeness prior to their payment; preparing periodic reports. The incumbent will also enter and retrieve data from the automated financial management system and perform other duties as assigned. **The position involves heavy public contact.**

REQUIRED QUALIFICATIONS: To be considered for this position high school graduation, or equivalent, two years of general experience, and one year of specialized experience is required. To qualify for the full range CL-25 level, an additional year of specialized experience is required. **Applicants must be able to type 35 wpm. Computer literacy, and skills acquired from employment in the financial field, banking, or accounting are highly desirable qualifications.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring experience involving the routine use of keyboard skills that provided knowledge of the rules, regulations, terminology, etc., of the area of financial administration and/or accounting.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience and a cover letter. The cover letter should indicate the position that you are applying for and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
AT.: PERSONNEL, ROOM 310***

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS